



**JOURNALISM AND  
CREATIVE WRITING**  
TRENT UNIVERSITY & DURHAM COLLEGE

# **Journalism and Creative Writing**

## **Student Handbook**

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## 10 Important Notes for Journalism & Creative Writing Students

1. **Journalism and Creative Writing is an integrated program.** As a result, you will be studying as a student at both Trent University and Durham College for the majority of your program.
2. **You must consent to both institutions sharing information to be part of the program.** An integrated program means that Trent and Durham must share information for the purpose of academic eligibility and integrity, transfer credit application, and OSAP. Sharing information also helps to keep the process as smooth as possible for our students. Students who do not wish to provide consent cannot be part of the integrated program.
3. **Dates and deadlines will not always be the same at both institutions.** Fee deadlines, reading weeks and other differences may apply. Students are referred to Trent's Academic Calendar and Durham's MyCampus for information on important dates and deadlines.
4. **Fees will be paid separately to each institution.** Trent will send you a bill for your fees. Durham will provide you with the link to your program fee calculator.
5. **Your application to OSAP should reflect the institution where you will be studying full-time.** Trent will be your primary institution in Years 1 and 4, while Durham will be your primary institution in Years 2 and 3. Our Financial Aid offices will take care of the details behind the scenes to ensure that your application reflects courses being completed at the other institution. Students are eligible for work study positions and bursaries at the primary institution. Scholarship eligibility is also based on your primary institution.
6. **Registration responsibilities will vary between institutions.** At Trent, you are required to register for your own courses. As a result, it is the student's responsibility to ensure they are completing courses required for the program. Academic advisors can assist in making sure you are registered appropriately. At Durham, you are not required to register for your own courses. Instead, you will receive a course schedule for the Journalism and Creative Writing cohort.

7. **You will graduate with two credentials, which means you are welcome to attend two convocation ceremonies.** Celebrate the completion of your Diploma in Journalism and Mass Media in the October following the end of your program with Durham College and return to Trent the following June to celebrate the completion of your Bachelor of Arts in Media Studies with an Option in Creative Writing.
8. **This program is designed as a full-time program.** As a result, students studying on reduced course loads are encouraged to meet with their program coordinator and/or academic/student advisor as soon as possible to plan their degree. Studying on a reduced course load may extend the total study period beyond 4 years.
9. **Expectations will vary between both institutions.** Students will be required to navigate the university learning environment at Trent and the college learning environment at Durham.
10. **We are here to support you!** You are enrolled in a unique program. Staff and faculty at both institutions are here to help you navigate the differences between each institution. To ensure you are directed appropriately, be sure to indicate that you are part of the Journalism and Creative Writing integrated program when inquiring with Financial Aid, Student Accounts, and the Office of the Registrar.

## Welcome!

Trent University Durham GTA and Durham College have teamed up to create an exciting new integrated degree and diploma program – blending the practical media production experience gained in college with crucial critical thinking and writing skills developed in university. With an emphasis on hands-on learning, students gain new confidence building a strong portfolio of work that will help launch your career in journalism, broadcasting, and media.

This handbook provides important information to navigate studying simultaneously at two institutions. When receiving support from departments across both institutions, **it is important to indicate that you are part of the Journalism and Creative Writing program.** Specifying your program will ensure that you receive proper information about processes that pertain to this unique program.

## Confirmation of Intent to Continue in Journalism Form

Students are required to complete the Confirmation of Intent to Continue in Journalism form at the beginning of their studies to allow Durham College and Trent University to share information throughout the course of the program. This information sharing provides a seamless experience for the student by ensuring that crucial details are provided to each institution. Information shared includes grades for transfer credit and progression purposes, and student progress. Due to the integrated nature of the program, students who do not complete the form will be unable to continue in the program. This form is located on the myTrent portal and should be completed by March 31 in the first year of the program.

## Consent to Release Information Form

Students will be required to complete the Consent to Release Information form from Durham College to allow for information sharing from Durham College to Trent University. Due to the integrated nature of the program, students who do not complete the form will be unable to continue in the program. This form will be sent to students by the AAA in the winter semester of their third year and should be completed by March 31 in the that same year.

## Admissions

### Secondary School Students

Students interested in the program apply to Trent University through OUAC. Minimum admission requirements include an Ontario Secondary School Diploma (OSSD), a minimum of six Grade 12 4U/4M courses, a minimum 70% overall final average, and ENG4U with a minimum

grade of 60%. Due to limited enrolment, meeting minimum requirements does not guarantee admission to the program.

## Transfer Students

Students who have completed postsecondary studies are eligible to apply to the program, however transfer credits received may not be applicable to the program. Academic/student advisors can assist in determining how transfer credits may apply. Regardless of transfer credit, students cannot fast track through the program and will be required to complete four years of study. Students are referred to the transfer credit policies at both [Trent](#) and [Durham](#) for further information on eligibility.

## Internal Transfer Students

Current Trent University or Durham College students are eligible to apply, subject to the same stipulations regarding transfer credits and length of study. Trent University students interested in transferring to the program must contact the program coordinator. Durham College students interested in transferring must connect with Trent University's Recruitment and Admissions team to complete a direct application. Ability to transfer is dependent on space available in the program.

## Orientation

Students have the opportunity to attend Summer Academic Kickstart at Trent University prior to their first year of study. This orientation event helps to prepare students for course registration, introduces students to available supports and services, and program specific information. Fall Start Up Orientation is focused on providing you with the tools and information you need to start off your studies in a strong way by helping you to transition to university life. Students have the opportunity to connect with other students, meet faculty and staff, and experience what Trent has to offer.

Students will attend Durham College orientation prior to entering Year 2. Students will receive orientation details by e-mail from the Registrar's Office to their personal e-mail on file after registration has occurred for the fall semester. Orientation includes a program specific orientation meeting (1-2 hours in length), as well as networking opportunities (ie. BBQ, games, etc).

## Course Registration

Students are responsible for registering for their own courses at Trent University. Meeting with an academic advisor to ensure students are completing the appropriate courses is strongly recommended. Registration for the academic year opens in late June. Course

timetables are available about a month prior to registration. Students are required to register in their timetable block at Durham College. Registration opens in August.

All outstanding fees from prior terms must be paid in full before registration in subsequent terms can occur.

## Program of Study

### Program Outline

The following chart outlines courses that students will complete as part of the Journalism & Creative Writing program. Trent University courses are highlighted in blue. The 'H' at the end of a course code indicates a 0.5 credit course (one semester in length). The 'Y' at the end of a course code indicates a 1.0 credit course (two semesters in length). Durham College courses are highlighted in green and outline credit hours. Prerequisites are listed beside courses in brackets.

YEAR ONE	
<i>Fall Semester:</i>	<i>Winter Semester:</i>
ENGL 1851H - The Writing Life: An Introduction to Creative Writing	CUST 2535H - Media and Society (prerequisite 4.0 university credits, students require requisite waiver)
WRIT 1001H - Write in Time	COIS 1010H - The Digital World
CUST 1535H - Introduction to Media Studies	ENGL 2855H - Creative Non-Fiction (prerequisite: 0.5 ENGL credit)
INDG 1001H - Foundations of Indigenous Studies	ENGL 2001H - Critical Practice
0.5 elective credit from Trent Durham's offerings	ENGL 2859H - Introduction to Creative Writing Workshop (Prerequisite: 0.5 ENGL credit)
YEAR TWO	
<i>Fall Semester:</i>	<i>Winter Semester:</i>
JOUR 1100 – Reporting 1 (3 hour credit)	ETHC 1204 – Media Law and Ethics
JOUR 1101 – Mass Media Fundamentals (3 hour credit)	JOUR 1200 – Reporting 2 (3 credit hour) (Prerequisites: JOUR 1100, JOUR 1101, MDIA 1104) (Co-requisite: MDIA 1205)
MDIA 1102 – Mass Media Fundamentals (3	MDIA 1203 – Broadcast Production 2 (3



hour credit)	credit hour) (Prerequisites: JOUR 1101, MDIA 1103, MDIA 1104) (Co-requisite: MDIA 1205)
MDIA 1103 – Broadcast Production 1 (3 hour credit)	MDIA 1204 – Online and Print Production (3 hour credit) (Prerequisites: MDIA 1104) (Co-requisite: MDIA 1205)
MDIA 1104 – Photo and Video 1 (3 hours credit)	MDIA 1205 – Photo and Video 2 (3 hour credit) (Prerequisites: MDIA 1104) (Co-requisite: MDIA 1203, MDIA 1204)
0.5 credit from Trent Durham’s Media Studies offerings (Prerequisites depend on course chosen)	1.0 credit from Trent Durham’s Media Studies offerings (Prerequisites depend on courses chosen)
<b>YEAR THREE</b>	
<b><i>Fall Semester:</i></b>	<b><i>Winter Semester:</i></b>
JOUR 2100 – Reporting 3 (3 hour credit) (Prerequisites: ETHC 1204, JOUR 1200, MDIA 1205) (Co-requisite: MDIA 2102)	JOUR 1201 – Critical and Opinion Writing (3 hour credit) (Prerequisite: JOUR 1100, JOUR 1101)
JOUR 2101 – Inclusive Impactful Storytelling (3 hour credit) (Prerequisites: JOUR 1200, JOUR 1201)	JOUR 2200 – Impactful Storytelling with Indigenous Communities (3 hour credit) (Prerequisite: JOUR 2101) (Co-requisite: JOUR 2201)
MDIA 2102 – Photo and Video 3 (3 hour credit) (Prerequisites: MDIA 1205)	JOUR 2201 – Reporting 4 (3 hour credit) (Prerequisite: JOUR 2100) (Co-requisite: MDIA 2201)
MDIA 2103 – Podcasting (3 hour credit) (Prerequisites: MEDI 2304, REPT 2301, VMDA 2300)	MDIA 2200 – Newsroom (8 hour credit) (Prerequisite: JOUR 2100, JOUR 2101, MDIA 2102, MDIA 2103, MDIA 2104) (Co-requisite: JOUR 2201, MDIA 2201)
MDIA 2104 – Multi-Platform Storytelling (5 hour credit) (Prerequisites: JOUR 1200, MDIA 1203, MDIA 1205) (Co-Requisites: JOUR 2100, MDIA 2102)	MDIA 2201 – Photo and Video 4 (3 hour credit) (Prerequisite: MDIA 2102)
CUST 3535H – Television Studies (Fall) (Prerequisite: 4.0 university credits)	ENGL 3851H – Intermediate Fiction Workshop (Prerequisite: 4.0 university credits, including ENGL 2851H or 2859H) or ENGL 3855H – Creative Non-Fiction
0.5 credit from Trent Durham’s Media Studies offerings (Prerequisites depend on	

course chosen)	Workshop (Prerequisite: ENGL 2855H, or 6.0 university credits including ENGL 2851H, 2853H, or 2859H)
<b>YEAR FOUR</b>	
<b><i>Fall Semester:</i></b>	<b><i>Winter Semester:</i></b>
ENGL 4850Y – Advanced Seminar in Creative Writing (Prerequisite: 4.0 ENGL credits including 1.0 credit from ENGL 2851H, 2853H, 2855H, 2859H, 3850Y/3851H, 3853H, or 3855H)	ENGL 4850Y – Advanced Seminar in Creative Writing, Continued
1.0 elective credit at the 3000 or 4000 level from Trent Durham’s offerings (Prerequisites depend on courses chosen)	1.0 elective credit at the 3000 or 4000 level from Trent Durham’s offerings (Prerequisites depend on courses chosen)
0.5 elective credit from Trent Durham’s offerings (Prerequisites depend on courses chosen)	0.5 elective credit from Trent Durham’s offerings (Prerequisites depend on courses chosen)
FDPL 2104 – Field Placement Orientation (1 hour credit) (Prerequisite: SPEC 0000 – all credits from semesters 1 and 2)	FDPL 2205 – Field Placement Workshop (1 credit hour) (Prerequisite: FDPL 2104) (Co-requisite: ENTR 2210, JOUR 2200, JOUR 2201, MDIA 2200, MDIA 2201)
	ENTR 2210 – Entrepreneurship (3 hour credit) (Prerequisite: FDPL 2104)
<b><i>Summer Semester:</i></b>	
JOMM 2200 – Field Placement for Journalism (May to June) (Prerequisite: FDPL 2104, JOUR 2100, JOUR 2101, MDIA 2102, MDIA 2103, MDIA 2104) (Co-requisite: FDPL 2205)	

## Choosing Electives

As part of Trent University studies, students have some choice in the courses that they complete. Media Studies offerings will vary from year-to-year, providing students with the opportunity to choose courses of interest to them. Elective credit choices vary from Media Studies choice courses, as students can explore areas outside of Media Studies that may be of interest, such as Psychology, Child & Youth Studies and English Literature. For all choice credits, students must ensure that they meet the prerequisites needed to register. Academic advisors can assist students with selecting courses that will meet degree requirements and completed prerequisites, if applicable.

## Scheduling

There may be instances when students are interested in registering for a Trent University elective that conflicts with their scheduled courses at Durham College. Students are required to register for electives outside of their scheduled course times at Durham College. Because students can register for Trent courses prior to receiving their Durham schedule, students may be required to adjust their elective choices. Time required to travel between campuses should also be considered.

Reading weeks at each institution may not coincide. Should the reading weeks at each institution be scheduled at different times, students are still required to attend regularly scheduled classes. As a result, students are still required to attend Trent University courses during Durham College reading weeks and Durham College courses during Trent University reading weeks, should they differ.

## Placement

The placement course at the end of the program provides Journalism students with the opportunity to identify specific individual objectives as well as a chance to receive practical experience in a professional journalism or communications-related setting. Students are required to locate their own placement with the support of a faculty member.

Previous placement opportunities have included:

- CTV Toronto/ CP24
- The Toronto Star
- 680 News
- 949. The Rock/ KX-96/CKDO
- Sportsnet 590 The Fan
- The Hockey News
- Peterborough This week
- Entertainment Tonight Canada
- Discovery Channel
- Durham College
- Ontario Tech University
- Metroland- Durham region
- Durham District School Board
- City of Oshawa
- Region of Durham
- CBC Toronto
- Central Lake Ontario Conservation Authority
- Global TV
- The Chronicle

## Reduced Course Loads

This program is designed as a full-time program. As a result, students studying with a reduced course load are encouraged to meet with their program coordinator and academic/student advisor as soon as possible. These advisors will assist with making a plan for your degree. Studying on a reduced course load may extend the total period of study in the program beyond four years.

# Tuition Fees

## Fee Outline

Students will pay tuition fees to both Trent University and Durham College for the courses completed at each institution respectively. Each institution sets tuition fees individually. Fee schedules are as follows:

- **Year 1:** Full Time Tuition, Ancillary Fees and Student Levies paid to Trent University
- **Year 2:** Full Time Tuition, Ancillary and DCSI fees paid to Durham College, and Part Time Tuition, Ancillary Fees and Student Levies paid to Trent University
- **Year 3:** Full Time Tuition, Ancillary and DCSI Fees paid to Durham College, and Part Time Tuition, Ancillary Fees and Student Levies paid to Trent University
- **Year 4:** Full Time Tuition, Ancillary Fees and Student Levies paid to Trent University  
Ancillary fees are included each year at Trent University to provide access to essential supports and services on campus. In order to avoid duplication of fees, athletics and UPASS (transit) fees will only be charged by the institution in which students are studying full-time.

Institution and student responsibilities for billing and paying fees is as follows:

Program Year	School	Course Load (intended)	Student Responsibility	Institutional Responsibility
1	Trent	Full Time (5.0 credits)	- Pay tuition, ancillary fees and student levies to Trent University - Opt out of benefits to obtain a refund through Trent Durham Student Association (TDSA)	- Tuition charged for courses completed at Trent - Charge ancillary fees - Charge student levies - Charge benefits (opt out available)
1	Durham	Currently no courses for first year		
2	Trent	Part Time (1.5 credits)	- Pay part time tuition, ancillary fees and student levies (per course) to Trent University - Opt out of benefits to obtain a refund through Trent Durham Student	- Tuition, ancillary fees and student levies charged for courses completed at Trent - Charge benefits (opt out available) - Ancillary fees will be charged in accordance with items

			Association (TDSA)	listed in the fee breakdown table
2	Durham	Full Time (30 hours)	- Pay full time tuition, ancillary and DCSI fees to Durham College - Opt out of benefits to obtain a refund through Student VIP	- Full time tuition charged for courses completed at Durham - Charge ancillary fees - Charge DCSI fees - Charge benefits (opt out available)
3	Trent	Part Time (1.5 credits)	- Pay part time tuition, ancillary fees and student levies (per course) to Trent University - Opt out of benefits to obtain a refund through Trent Durham Student Association (TDSA)	- Tuition, ancillary fees and student levies charged for courses completed at Trent - Charge benefits (opt out available) - Ancillary fees will be charged in accordance with items listed in the fee breakdown table
3	Durham	Full Time (33 hours)	- Pay full time tuition, ancillary and DCSI fees to Durham College - Opt out of benefits to obtain a refund through Student VIP	- Full time tuition charged for courses completed at Durham - Charge ancillary fees - Charge DCSI fees - Charge benefits (opt out available)
4	Trent	Full Time (4.0 credits)	- Pay tuition, ancillary fees and student levies to Trent University - Opt out of benefits to obtain a refund through Trent Durham Student Association (TDSA)	- Tuition charged for courses completed at Trent - Charge ancillary fees - Charge student levies - Charge benefits (opt out available)
4	Durham	Part Time (5 hours) Field Placement (May-June)	- No fees paid	- No tuition, ancillary, DCSI or benefits fees charged

The fee breakdown is as follows:

**Note:** The removal of the Athletics fee at Trent University Durham GTA in years 2 and 3 of the integrated program is contingent on internal fees committee approval and approval by the City of Oshawa. It is assumed that this fee will not be charged to students in years 2 and 3 of the program (when they are studying on a fulltime basis at Durham College), however confirmation is pending and is expected to be finalized in Spring 2021.

Year of Program	Fees Paid to Trent University	Fees Paid to Durham College
Year 1	<ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Ancillary fees: <ul style="list-style-type: none"> <li>○ College Fee</li> <li>○ Convocation</li> <li>○ Oshawa Student Services</li> <li>○ Walksafe</li> <li>○ Durham Counselling Fee</li> <li>○ UPASS</li> <li>○ Athletics</li> <li>○ New Student Orientation Fee</li> <li>○ Campus Card</li> </ul> </li> <li>• Student Levies: <ul style="list-style-type: none"> <li>○ TDSA Health Plan (option to opt out)</li> <li>○ TDSA Membership</li> <li>○ TDSA Food Bank</li> <li>○ TDSA Peer Support</li> </ul> </li> </ul>	N/A
Year 2	<ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Ancillary fees: <ul style="list-style-type: none"> <li>○ College Fee</li> <li>○ Convocation</li> <li>○ Oshawa Student Service</li> <li>○ Walksafe</li> <li>○ Durham Counselling Fee</li> </ul> </li> <li>• Student Levies: <ul style="list-style-type: none"> <li>○ TDSA Health Plan (option to opt out)</li> </ul> </li> </ul>	Tuition fees <ul style="list-style-type: none"> <li>• Ancillary fees: <ul style="list-style-type: none"> <li>○ Campus recreation o Athletics Complex Membership</li> <li>○ Varsity Athletics</li> <li>○ Athletic Centre Capital Investment</li> <li>○ Health Services</li> <li>○ Pre-Academic Supports</li> <li>○ Student Life Programming</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ TDSA Membership</li> <li>○ TDSA Food Bank</li> <li>○ TDSA Peer Support</li> </ul>	<ul style="list-style-type: none"> <li>○ Student ID On-Campus Security</li> <li>○ Campus Emergency Response Team</li> <li>○ Information Technology (IT) Services</li> <li>○ Access Copyright</li> <li>○ Graduation</li> <li>○ UPASS</li> <li>○ Durham College Students Inc: <ul style="list-style-type: none"> <li>▪ Academic Support Societies</li> <li>▪ Clubs, Associations and Organizations</li> <li>▪ Health and Wellness Support Services</li> <li>▪ Student Centre</li> <li>▪ Health and Dental (option to opt out)</li> <li>▪ Campus Radio</li> <li>▪ Events and Activities</li> <li>▪ DSCI Membership</li> </ul> </li> </ul>
Year 3	<ul style="list-style-type: none"> <li>● Tuition fees</li> <li>● Ancillary fees: <ul style="list-style-type: none"> <li>○ College Fee</li> <li>○ Convocation</li> <li>○ Oshawa Student Services</li> <li>○ Walksafe)</li> <li>○ Durham Counselling Fee</li> </ul> </li> <li>● Student Levies: <ul style="list-style-type: none"> <li>○ TDSA Health Plan (option to opt out)</li> <li>○ TDSA Membership</li> <li>○ TDSA Food Bank</li> <li>○ TDSA Peer Support</li> </ul> </li> </ul> <p>*Waiver code required so that athletic fee is not charged</p>	<ul style="list-style-type: none"> <li>● Tuition fees</li> <li>● Ancillary fees: <ul style="list-style-type: none"> <li>○ Campus recreation</li> <li>○ Athletics Complex Membership</li> <li>○ Varsity Athletics</li> <li>○ Athletic Centre Capital Investment</li> <li>○ Health Services</li> <li>○ Pre-Academic Supports</li> <li>○ Student Life Programming</li> <li>○ Student ID</li> <li>○ On-Campus Security</li> <li>○ Campus Emergency Response Team</li> <li>○ Information Technology (IT) Services</li> <li>○ Access Copyright</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Graduation</li> <li>○ UPASS</li> <li>○ Durham College Students Inc: <ul style="list-style-type: none"> <li>▪ Academic Support Societies</li> <li>▪ Clubs, Associations and Organizations</li> <li>▪ Health and Wellness Support Services</li> <li>▪ Student Centre</li> <li>▪ Health and Dental (option to opt out)</li> <li>▪ Campus Radio</li> <li>▪ Events and Activities</li> <li>▪ DSCI Membership</li> </ul> </li> </ul>
Year 4	<ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Ancillary fees: <ul style="list-style-type: none"> <li>○ College Fee</li> <li>○ Convocation</li> <li>○ Oshawa Student Services</li> <li>○ Walksafe</li> <li>○ Durham Counselling Fee</li> <li>○ UPASS</li> <li>○ Athletics</li> </ul> </li> <li>• Student Levies: <ul style="list-style-type: none"> <li>○ TDSA Health Plan (option to opt out)</li> <li>○ TDSA Membership</li> <li>○ TDSA Food Bank</li> <li>○ TDSA Peer Support</li> </ul> </li> </ul>	N/A

The above chart outlines domestic fees. The program is open to international students, and tuition and ancillary fees will be billed in accordance with each institution's approved fee schedules for international students. As a result, fees included above may not include fees applicable to international students (such as UHIP, introductory week fees and international orientation).



## Paying Fees

Trent University account statements are available on the myTrent portal. Students can pay tuition using online banking or at Canadian banks. Students who prefer to pay tuition in person can do so using cheque or money order, debit, or by using Visa and Mastercard online. More information about paying tuition fees is available at the [Trent University Student Finances Webpage](#).

Durham College fees are listed on the [Program Fee Calculator](#). Students are able to pay tuition using online banking, telephone banking or ATM. New students can pay by credit card using an online payment link, while returning students can use MyCampus to pay by credit card. Information about payment options and methods is available online at [Durham College Fees Webpage](#).

## Outstanding fees

Students with outstanding unpaid program fees will be unable to register at either institution until payment has been received.

## Services and Supports

### Accessibility Services

Students may experience different accommodation plans at each institution. Accommodation plans for courses taken at Trent will be facilitated by Trent. Accommodation plans for courses taken at Durham will be facilitated by Durham. Should students wish to have specific information shared between the institutions, a consent to release form must be completed (separate from the program consent to release form).

Students are responsible for communication, submitting documentation, completing an intake session, understanding how to access their accommodation plan, and identifying who to contact for support. At Trent, students begin the registration process with Student Accessibility Services by completing the [Pre-Intake Questionnaire](#) and are encouraged to review [documentation requirements](#). It is recommended that students begin this process by the July preceding their first year. For more information about services, visit [Trent Durham GTA SAS webpage](#).

Upon receiving the course schedule, students will be required to register with Durham's Access and Support Centre by completing the [Student Information Form](#) and submitting any relevant documentation. More information is available at the [Durham College's Access and Support Centre webpage](#).

## Advising

Students will have access to academic/student advisors at each institution for the duration of the program. Students are encouraged to schedule appointments at Trent University for

matters relating to Trent requirements and courses, and at Durham College for matters relating to Durham requirements and courses. Academic advisors will work with one another to ensure a seamless experience for the student.

Students experiencing difficulty in academic courses are encouraged to reach out to their academic and/or faculty advisor early on. Receiving support early will allow advisors to direct students to appropriate resources. Due to the prescribed nature of the program, alternate plans will require coordination between the institutions should students be required to repeat courses.

Students may find that transitioning between college and university presents a variance in expectations and norms between the two systems. Academia itself, definitions of disability, funding availability, accommodation options, and built-in supports/services/resources are areas that may differ between the two institutions. Students are encouraged to communicate their needs for assistance on navigating these variations.

Academic Skills at Trent is a helpful outlet for assistance with math and statistics, organizational and study skills, or planning and strategizing with regard to assignments and papers. Appointments can be booked through the [Student Experience Portal](#).

The Academic Mentoring Program at Trent University Durham is a network of student volunteers who foster academic engagement by creating an environment where students can continue to explore their academic potential. Students have the opportunity to participate in study groups, one-on-one mentoring, discovering strategies for success, and exploring services and resources on the Durham campus.

At Durham College, the Peer Tutoring Program matches students experiencing difficulties in specific courses with tutors who have successfully completed these courses. More information on coaching and mentoring is available at the [Durham College Student Services webpage](#). Student Academic Learning Services is another outlet providing various services related to academic support, including learning skills, writing and peer tutoring. More information is available at the [Durham College Student Academic Learning Services webpage](#).

## Athletics

Fitness Membership, Intramurals and Extramurals

Students have access to athletics facilities and intramurals/extramurals at the institution in which they are studying full-time. Use of facilities at the institution that is not considered the primary institution is available at a cost determined by the facility.

During Years 1 and 4, students will receive a Level 2 Fitness membership with the City of Oshawa. This membership includes access to cardio and strength training equipment, indoor running/walking tracks, swimming pools and ice-skating. This membership can be used at any of the City of Oshawa facilities, including the Oshawa Civic Centre, Delpark Homes Centre and South Oshawa Community Centre. Various intramurals and extramurals are also offered throughout the year.

In Years 2 and 3, students will receive an athletics membership at Durham College. This membership includes access to the Campus Recreation and Wellness Centre gymnasiums, indoor track and fitness centre. Students are also eligible to participate in scheduled intramural programs. Additional facilities include the Campus Ice Centre, Campus Fieldhouse and Durham Field.

## Varsity

Students are eligible to try out for varsity teams at their primary institution. Varsity sports at Trent are offered at the Peterborough campus only, though Trent Durham students are eligible to try out for Excalibur varsity teams. Trent varsity sports include cross-country, curling, fencing, golf, lacrosse, rowing, rugby, soccer and volleyball. More information, including contact information, is available at the [Trent University Varsity webpage](#).

Durham varsity sports include baseball, basketball, esports, golf, soccer, rugby, softball and volleyball. More information, including contact information, is available at the [Durham College Varsity webpage](#). Students interested in playing varsity sports are encouraged to contact the Director of Athletics at Trent University and/or Durham College for information.

## Counselling

Students have access to counselling services at both institutions for the duration of the program (with the exception of Year 1 where students are studying solely at Trent). Students who wish to have personal health information shared between Trent and Durham have the option to complete a consent to release form. Students may be particularly interested in this sharing of information at the end of Year 1 when they are transitioning from studying primarily at Trent to primarily at Durham for Year 2, or at the end of Year 3 when they are transitioning from studying primarily at Durham to primarily at Trent for Year 4.

## Financial Aid & OSAP

Students apply for OSAP annually through the primary institution, with fees added manually by the Financial Aid offices for courses completed at the other institution. Support for OSAP should be accessed at the primary institution, as the primary institution will have access to the OSAP application and relevant information. In Years 1 and 4, Trent University is the primary institution. In Years 2 and 3, Durham College is the primary institution.

Students will be considered for scholarships at the primary institution and will follow the guidelines from that institution. Students entering the first year of the program will be eligible for Trent's entrance scholarships as outlined and on the [Trent University Scholarships webpage](#). Students are not eligible for scholarships in Year 2, but may be considered for in-course scholarships at Durham College in Year 3. In Year 4, students will be assessed for

scholarship eligibility based on their Year 1 grades at Trent. Students will apply and be considered for bursaries and work study opportunities at the primary institution.

## Health and Dental Benefits

Student benefits are charged at both campuses in Years 2 and 3. Students will have the opportunity to keep both for additional coverage or opt out of one or both. Students choosing to opt out will have to provide evidence of their other coverage as per recent provincial law. Students can opt out of their benefits for the first 30 days of the academic term and multiple notices are provided. Students are encouraged to look into the benefits plans being offered and select the plan that best suits their needs. In Years 1 and 4, benefits are charged at Trent only. If students have existing coverage, they may opt out for a refund using the same methods mentioned above.

## Housing

Students are guaranteed a space in Trent University Durham's residence for Year 1 of the program, provided they have an offer of admission and apply to receive accommodations by the posted deadline. Durham College also offers a first year residence guarantee provided students apply by the posted deadline. This guarantee is applicable to students in Year 2, which is the first year that students study at Durham College.

In Years 2, 3 and 4, students can acquire private accommodations. Alternatively, students can apply to be considered for a space in residence for each year in the program provided they apply by the posted deadline at each institution.

## ID Card

Students will receive a TrentU Card upon beginning studies in Year 1. Students moving into residence will receive their TrentU Card when they move in. Students who are not living in residence may pick up their TrentU Card at orientation. More information about card pickup will be communicated through e-mail. Students must bring government issued photo ID to pick up their TrentU Card. Students are able to submit a photo with their residence applications or through the myTrent portal. Students must submit a photo prior to moving into residence or have one taken at the TrentU Card Office prior to their move in date. Students not moving into residence are encouraged to submit a photo to prevent delays in receiving their card. More information is available online at the [Trent University Card Office](#).

When beginning studies at Durham College in year 2 you will be required to get the Durham College digital ID card called OneCard Student ID. Instructions on how to obtain this card can be found on the [Campus ID/U-Pass webpage](#).

## Library

Students will have access to the libraries at each institution for the duration of the program, with the exception of Year 1 when students are solely studying at Trent.

## Parking

Students are responsible for following the parking policies at each institution when using parking spaces. At Trent University, students are required to obtain a parking pass from the Security Desk in order to use the parking lots. Parking passes are free at the Trent Durham campus, though parking is limited and use of public transit is encouraged.

Students have the opportunity to purchase a parking pass at Durham College or use pay and display parking in order to use the parking lots. [Parking passes are available online](#) and are picked up at the Parking Offices in the Gordon Willey building.

## Registrarial Support

Students will have access to registrarial services at each institution for the duration of the program. Students are encouraged to contact Trent University's Office of the Registrar for matters relating to Trent courses and records, and the Office of the Registrar, Enrolment Services at Durham College for matters relating to Durham courses and records.

## Student Association

Students will be a member of the Trent Durham Student Association (TDSA) for the duration of the program. As part of the TDSA, students can participate in clubs and groups, student jobs, running for elected positions, and more. Further information about services provided by the TDSA is available at the [TDSA webpage](#).

In Years 2, 3 and 4, students will also be members of Durham College Students Inc. As part of Durham College Students Inc, students can participate in clubs and societies, events, running for elected positions, and more. Further information about services provided by Durham College Students Inc is available at the [Durham College Students Inc webpage](#).

## Study Abroad

Due to the prescribed nature of the program, students are encouraged to pursue Study Abroad opportunities in the summer at Trent University. Students may pursue study abroad opportunities at Durham College in Years 2 and 3 during Reading Week. Because each institution has a different reading week, collaboration with Trent University professors will be required.

## Transit

Students will receive a transit pass from the primary institution each year. As a result, students will receive a transit pass from Trent University in Years 1 and 4, and from Durham College in Years 2 and 3. At Trent University, students must have submitted a photo through the MyTrent portal in order for the pass to be created. Trent transit passes are available digitally. At Durham College, the U-Pass accessed digitally via the PRESTO E-Tickets mobile app. An email will be sent to their DC mail account titled: PRESTO – E-Ticket(s) – Have been sent to you! from the sender [noreply@bytemark.co](mailto:noreply@bytemark.co).

## Program Continuation and Completion

### Program Continuation

Following Year 1, Trent University will notify Durham College of candidates eligible to continue on to Year 2 of the program.

Following Year 3, Durham College will notify Trent University of candidates eligible to continue on to Year 4 of the program. Provided students are not suspended from studies, they will be eligible to progress to the next year of the program.

During the Winter term representatives from the Academic Advising Team, Program Coordinators, and administrative staff from each institution will meet to determine if students have all required courses at both institutions to allow them to progress into the Co-op. This information will be communicated to the Durham College Co-op Coordinator.

## Suspensions

Students who are suspended from studies at Trent will be removed from the Journalism and Creative Writing program, but can continue at Durham in the Journalism and Mass Media Diploma. Durham will change the major for these students so that they continue on with the regular registration process. Following the suspension term at Trent, students will be permitted to return to the collaborative program. It is recommended that students in this circumstance meet with an academic advisor upon re-entry to assist in course selection and progression planning.

## Transfer Credits

Transfer credits will be applied to the student's academic record at each institution at the end of Year 4. On the Durham College record, students will receive GNED 1100 – General Education Elective I, GNED 1200 – General Education Elective II and GNED 1300 – General Education Elective III for courses successfully completed at Trent University. On the Trent University record, students will receive CUST 4041Y – Internship in Media and Cultural Studies, 1.0

unassigned Cultural Studies credit at the 2000 level and 1.0 unassigned English Literature credit at the 1000 level for courses successfully completed at Durham College.

Students must have completed the courses required to fulfill the Transfer Credit requirements (Trent to Durham College) before they can continue into the Durham College Co-op placement.

## Applying to Graduate

Students will apply to graduate separately at each institution. At Trent University, students are eligible to graduate in early September following the completion of Year 4. Students can apply to graduate as of mid-May and approval is contingent on the successful receipt of transfer credits for courses completed at Durham College. At Durham College, students are eligible to apply to graduate in their final semester.

## Convocation

Students are welcome, and encouraged, to participate in the convocation ceremonies at both institutions. Durham College and Trent University will receive and process final grades from the Durham College Co-op Coordinator before the completion of the Co-op term allowing for students (that are eligible graduate) to participate in the Durham College and Trent University convocation ceremony in June.

## Credentials Granted

At the end of the program, students will receive an Ontario College Diploma in Journalism and Mass Media and a General Bachelor of Arts in Media Studies with an Option in Creative Writing.